



Access 2013 Level 1 Database Design (Two Days)

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Course Objectives:

- Identify the components of a database, and work with those components.
- Open a table, find information stored there, and enter data.
- Create and customize a table design.
- Enter data into tables, and ensure its accuracy by using input masks and input validation formulas.
- Create relationships between tables to ensure data accuracy and to deploy referential integrity.
- Create forms for entering data into tables, and change the design elements that have been placed on those forms.
- Create several query types, edit and run queries, and use action and calculation queries.
- Create several report types, enhance reports and print preview reports.
- Import and export data to and from various sources, including text files and Excel.
- Preview and print database objects, and change the page setup options.

This course is for students who want to understand how to build a new Access database to store data efficiently, create queries, forms and reports and export data to text files or Excel for analysis.

Course Content:

The Basics

Understanding Database Concepts
Getting Started
Creating a Database
Working with Objects

Table Data

Table Concepts / Viewing Data in a Table
Entering and Editing Data / Applying Filters

Table Design

Creating a Table
Changing the Table Design

Data Entry

Data Entry Concepts
Data Formats / Input Masks / Input Validation
Adding Records

Relationships

Understanding Relationships between Tables
Creating & Removing Relationships
Referential Integrity / Printing Relationships

Course Content (continued):

Creating & Using Forms	Using Autoform / Using the Wizard / Create from Design Opening a Form / Changing Form Design Adding & Placing Controls / Error-Checking
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Queries	Creating a Query Selecting and Sorting in a Query Performing Calculations Action and Parameter Queries
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Reports	Creating and Previewing Reports using the Wizard Creating and Previewing Reports in Design View Report Control Operations and Attributes
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Importing & Exporting Data	Importing Data from a Text file Importing Data from an Access Database Exporting Data / Linking Data Troubleshooting problems
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Printing	Previewing and Printing Objects
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